

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE AUGUST 12, 2002 - 7:00 P.M. TOWN HALL**

#### **I. CALL TO ORDER**

The meeting was called to order by President Joseph Conaway. Present: Commissioners Margaret Sipple, Pat Correll, Earl Greason and Bill Jefferson. The meeting started with the flag salute and the Lord's Prayer.

#### **II. APPROVAL OF MINUTES**

**MOTION:** Commissioner Sipple made a motion to approve the minutes as presented. Motion was seconded by Commissioner Correll and so carried.

#### **III. APPROVAL OF BILLS**

President Conaway noted the following on the June, 2002, report: The Town ended the fiscal year with a \$20,000 surplus. Page 1 of the income statement shows some of reasons the Town was successful last year (see attached). The Town collected \$30,000 in real estate transfer money. The figures did not show the \$15,000 real estate transfer money from the Kenny Farms transaction which should be received soon by the Town. Traffic fines were \$30,000 less than what was needed. President Conaway congratulated the Commissioners for being fiscally responsible in making the surplus happen.

The monthly reports (see attached) were presented by the new treasurer, Ms. Debbie Miller. It was decided not to pay the county ditch tax until September 30th. After reviewing the reports and making some adjustments the following motion was made. **MOTION:** Commissioner Correll made a motion to approve and pay the monthly bills as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

#### **AGENDA ADJUSTMENT:**

**Motion:** Commissioner Jefferson made a motion to amend the agenda to add an executive session regarding police matters. Motion was seconded by Commissioner Correll and so carried.

#### **IV. CORRESPONDENCE**

1. The August newsletter was received from DNREC.

2. A newsletter was received from NCALL Research, Inc.
3. A letter was received from Dagsboro Mayor S. Bradley Connor regarding advice President Conaway extended to the residents of Dagsboro concerning a central water project law.
4. A letter was received from Delaware Rural Water explaining about a new program called Towerlink America, LLC. Under the Delaware statewide plan, Towerlink America would represent rural water utilities in negotiating with telecommunications carriers.
5. The minutes from the membership meeting on July 18, 2002, of "Miss Utility" was received. President Conaway brought up that the Town has no record of "has built" (location of pipes in the ground). The water bills in August will carry the message "before digging, call the Town Hall to get Doug Jones or Rick Passwaters to check the property out).
6. A seminar will be held September 17, 2002, at the Best Western, Newark, De. at 8:30 AM to discuss the National Flood Insurance Program.
7. Delaware State Housing Authority indicates they received funding of a new complex at Elizabeth Cornish Landing.
8. A letter was received from Senator Joseph Biden explaining the Senate Appropriations Committee passed bill for \$100 million which will include beach funding. Commissioner Correll received a letter from Senator Biden thanking her for answering a questionnaire concerning removing "under God" out of the pledge.

## **V. DEPARTMENT REPORTS**

1. Written reports available (see attached)
2. Water-President Conaway stated the water supply remains constant. There are some concerns but not enough, at this point, to ask for any water restrictions.
3. WWTP-Roof repairs are complete. The price of a new motor is \$6,800. Mr. Mowbray would like to replace the current pagers with cell phones. Alma Fleetwood will get prices for the next meeting. Mr. Mowbray would like the Commissioners to think about implementing business licenses.
4. Police-The increase in fines were up since the hiring of two new officers.  
MOTION: Commissioner Jefferson made a motion to amend the agenda to include an executive session to discuss police personnel. Motion was seconded by Commissioner Correll and carried unanimously.

5. Streets-Commissioner Sipple reported that Law Street in front of the school should be striped before school begins in September. The Commission agreed to get the price and work done as soon as possible. Commissioner Sipple announced that the tree grant was approved and the tree planting should be started this fall.

## **VI. OLD BUSINESS**

1. President Conaway stated that the letters sent to delinquent tax payers has ~~not~~ collected \$3800. The largest back tax property owner has not made any contact with the Town Office. A second letter was sent with a copy of the lien that will be filed to sell the house if taxes are not paid. Fourteen letters were originally sent with nine property owners paying their back taxes. The first of October a new list will be available for those who are over the \$150 in back taxes and begin the tax collection with those people.

2. The Town received a grant for \$135,000 to bulkhead Bridgebranch on N. Main Street. According to Ms. Annie Williams, DBF, the state might take the project over due to complications that might occur with the project. If the state takes the project over the Town will not be responsible for any liabilities.

## **VII. NEW BUSINESS**

1. President Conaway introduced Mrs. Bonnie Walls as the new Director of Development. Mrs. Walls was hired through a grant funded by Mr. Nick Rocks of Allen and Rocks, Inc.

Mrs. Walls will be working on the application for a CPCN franchise will enable the Town to expand its water district of the land surrounding town limits.

2. VACANT/DETERIORATED HOMES- Alma Fleetwood obtained copies of ordinances pertaining to vacant homes from Townsend and Smyrna. President Conaway read parts of Townsend's ordinance which would work well for our community. After much discussion the Commission agreed to <sup>ask</sup> President Conaway <sup>to</sup> draft an ordinance combining Townsend and Smyrna's ordinance making it suitable for our community. It is not fair for the people in this community to have to put up with property owners who neglect their buildings.

3. BIG BOX COMMERCIAL STORES-an ordinance that requires acreage, additional parking, and location of said stores. The Town Attorney is in the process of drafting an ordinance that would amend the current zoning ordinance.

4. STREET/SIDEWALK PRIORITIES-Rick Passwaters obtained figures for a number of streets: Gum Alley, South Cannon, Railroad Avenue, Chestnut Alley, Spruce Street, Vine Street, Cherry Alley and the WWTP road, and the parking lot at Mt. Calvary Church. The Town cannot act on the parking lot until an agreement is signed between the church and the Town. The total amounts to \$163,000. This did not include Mechanic or

Cedar Streets. Senator Thurman Adams agreed to grant funding for the street project.

The sidewalk improvements total \$268,243. President Conaway proposed that the Commissioners review the sidewalk project and present their priorities at the September meeting. He figures the Town might be able to receive \$125,000 for this project. The project will go through the bid requirements.

5. Commissioner Correll and Ms. Debbie Miller obtained information concerning new computers for the Town Office and the WWTP. Commissioner Correll still would like to obtain a company that would sell and repair Dell Computers. Ms. Miller received quotes from the following: InterNetworking Technologies (Milford), Noyes Microsystems (Ocean City), and Communications Concepts (Milford). Ms. Miller explained the package from each vendor and recommended the Commissioners go with Communications Concept even though Gateway Delux does not include printers. It was decided to see how much personal service the Town will receive from the recommended vendor. The quote included four computers, at least two new printers, internet connection, three computers in Town Hall tied together. Still will need new phone line for internet connection.

Mr. Bob Rauch stated he has concerns with Gateway computers. He buys his Dell computers direct and has no problem with the 800 service line. Local consultants will take care of problems and repairs. Mr. Rauch's brother-in-law is a computer consultant.

After much discussion it was decided to find out the following questions: what does the maintenance agreement include, is there a local repair person, and the cost of another phone line. President Conaway asked Commissioner Jefferson to run numbers on the Dell computers. He would like to have a print-out of the computer recommendation and cost of dedicated phone lines at the September meeting. Commissioner Greason reminded everyone that money must be set aside for down-the-line expenses.

6. Commissioner Sipple said in order to reseed the lawn around the Town Hall and over to the park the grass needs to be sprayed in the near future. So far she has received one estimate for the project. After much discussion it was decided that Commissioner Sipple will bring project estimates to the September meeting. The grass is to be sprayed at the appropriate time.

7. President Conaway reported that the Commissioners hosted Senator Thomas Carper recently to a tour of the WWTP. The reason for the visit was the federal budget has allotted \$1 million dollars for the treatment plant upgrade. It appears the Town will either receive a million dollars in place of the \$1.2 million that was a straight loan from the state, or we will get \$1.2 million in a loan and an additional \$1. million.

8. President Conaway announced that the Governor signed the Senate bill that amends the Town's Charter to allow the Commission election to be held the first Saturday in March. Commissioner Sipple and Greason's terms will extend through that date two years from now. Commissioners Jefferson, Correll and Conaway terms will be up for election in March, 2003.

## **VIII. CITIZEN'S PRIVILEGE**

1. Mr. Charles Royal would like to see constant police control on Church Street because of trash and loitering. Part of the problem is that when police chase them off the street they go to a private property (Mr. Royal's rental). Commissioner Jefferson said if they keep moving there is nothing the officers can do; currently the police are patrolling the area every 20 minutes. The officers have been asked by Commissioner Jefferson to sit over in the area for at least an hour each night and observe what is going on. It was decided that if the police ask the same people to move three different times, then an arrest is to take place for loitering. Mr. Royal was asked to discuss this matter with his tenants.

2. Mr. Rauch said the survey is continuing to progress on the Passwater's property. They are currently working on a proposal for the RPC ordinance which should be presented at the September meeting. Mr. Rocks said they are currently compiling the resident's surveys (over 200) which have been very positive concerning their project. Discussion was held on subdivision. The Town of Bridgeville does not have an agreement with the state highway department saying they have to approve every subdivision. The annexation referendum is scheduled for sometime in October. Mr. Rauch will be meeting with Ms. Walls and Miss Annie Williams. A letter requesting annexation to be submitted.

Mr. Mast, Mr. Cannon, and Mr. Salvo have already submitted letters requesting annexation. A public meeting will be scheduled in the near future.

## **IX. EXECUTIVE SESSION**

**MOTION:** Commissioner Sipple made a motion to adjourn to executive session to discuss police personnel matters. Motion was seconded by Commissioner Correll and so carried.

Commission reconvened to regular session after discussing police matters.

**MOTION:** Commissioner Jefferson made a motion to promote Corporal Charles Manuszak to Sergeant with a corresponding rate of \$2,000. Motion was seconded by Commissioner Greason and carried unanimously.

**Motion:** Commissioner Jefferson made a motion to promote Officer Parker to Patrolman with a corresponding rate of \$1500 starting this pay period (today forward). Motion was seconded by Commissioner Correll and carried unanimously.

## **X. ADJOURNMENT**

**MOTION:** Commissioner Sipple made a motion to adjourn. Motion was seconded by Commissioner Jefferson and so carried.

Respectfully Submitted,

  
Margaret W. Sipple

Commission Secretary